



# ISIS HR Quick Tips

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## **Maintaining Appraisal Records (IT25) for Fiscal Year 2010-2011**

*How do I ensure timely appraisal reminders for classified employees during fiscal year 2010-2011?*

The Civil Service Commission approved adoption of [Rule 6.14.1 Suspension of Merits](#) effective July 1, 2010 for the fiscal year 2010-2011. During this time, no classified employee will be eligible for a merit. Despite merits being suspended, agencies are still required to comply with [Chapter 10 Performance Planning and Review](#).

Agencies can normally use the [ZP117:Appraisal Report](#) as a tool to identify employees that are due a Performance Review Rating for a designated time period. As a result of the “Next Merit Eligibility Date” advancement outlined in [ISIS HR Quick Tip 47: Recording “Next Merit Eligibility Date” during Fiscal Year 2010-2011](#), the ZP117 is not accurately extracting the intended appraisal data. In order to circumvent this issue, we encourage agencies to utilize the [Create Monitoring Task Infotype \(IT19\)](#) as a reminder tool for those employees that require a PPR rating (IT25). Once the Monitoring Task infotype is created, agencies can generate a tickler by executing the [ZP08: Date Reminder Report](#) and create appraisal records accordingly.

Questions? Call the HRIS Program Consultant at (225) 342-8282